

Canton City Hall, Third Floor  
218 Cleveland Avenue, S.W.  
P.O. Box 24218  
Canton, Ohio 44701-4218  
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION  
CITY OF CANTON, OHIO  
Phone: (330) 489-3360  
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# OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: May 31, 2013  
NO: BE6-13

**CLASSIFICATION TITLE**

CAFETERIA COOK  
(Canton Board of Education)

**STARTING HOURLY RATE**

\$11.59

**FILING OF APPLICATION**

Application must be made on the regular application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Avenue SW, Canton, OH, 44702, or application may be printed from [www.cantonohio.gov](http://www.cantonohio.gov) under “City Government” click on “City Services” and then on “Civil Service”. Application, driver’s license copy, current resume and any other documentation pertaining to this position must be mailed or brought to the office no later than **Friday, June 21, 2013 at 4:00 p.m.**

**EXAMINATION - TUESDAY, JUNE 25, 2013**

**CHECK-IN:** 5:00 p.m. (no applicant will be admitted after 5:00 p.m.)  
**EXAM:** Immediately following check-in  
**LOCATION:** McKinley Senior High School Cafeteria, 2323 – 17<sup>th</sup> St. NW, Canton, Ohio  
**SCOPE:** A written examination will consist of general knowledge questions on cooking practices including food preparation, safety and sanitation, child nutrition, cooking math and measurement and other related areas. A 70% passing point will be used.

This is an **open** examination. To be eligible for this position, all candidates must show that they are a reliable worker and be a U. S. Citizen or have legally declared their intention of becoming a U.S. Citizen. All candidates must be a high school graduate or possess a GED. This examination is appropriate for persons having at least one (1) year of full-time work experience in quantity food preparation (**one (1) year of Canton Board of Education food service qualifies**).

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENT**

All applicants must be a high school graduate or possess a GED. ALL candidates must have at least one (1) year full-time work experience in quantity food preparation (experience with Canton City School Food Service meets this requirement).

Since this position of employment is in a school setting, all applicants must be able to demonstrate that they are responsible to the community by setting an appropriate example to the students. In this regard, applicants must not have been convicted of a felony in this, or any other state nor may they be habitual abusers of alcohol or drugs. Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are required to do a background check to the Bureau of Criminal Identification and Investigation for records on employment candidates.

**\*\*\*\* IMPORTANT NOTICE TO VETERANS \*\*\*\***

Upon receiving a passing score, a twenty (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or reserve component of the armed forces of the United States who has completed more than 180 days of active duty service (ORC 124.23 C) Applicant must submit a certificate of service or honorable discharge (Form DD-214) before the filing deadline of June 21, 2013 to receive the bonus credit. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

**RESIDENCY BONUS**

Applicants who have resided within the Canton City School district for at least six (6) months or longer immediately prior to testing will receive 5% additional credit, provided they make a passing score.

**THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.**

**RATING**

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list for a period of one (1) year in accordance with your score. Preference in employment will be given in accordance with your final ranking.

**ADMITTANCE TO EXAMINATION - IDENTIFICATION REQUIRED**

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver's License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

**EQUAL EMPLOYMENT**

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

**DUTIES**

Under the general supervision of the Cafeteria Manager, the Cafeteria Cook is responsible for maintaining a high standard of food preparation for a Canton City School cafeteria. In the absence of the cafeteria manager, the cook is responsible for checking deliveries, assists in reordering of food supplies, taking messages, storing leftover foods, may develop and standardize recipes, turning off equipment and the locking of storerooms, coolers and freezers, etc.